

**DISTRICT COURT OF NEBRASKA  
FOURTH JUDICIAL DISTRICT  
www.dc4dc.com  
OPEN POSITION VACANCY**

Title: **Judicial Law Clerk — Commencing Fall, 2012 (2 Positions Available)**  
Department: District Court Administrator  
Location: Hall of Justice 5<sup>th</sup> Floor  
Salary Range: \$3,401/month  
Hours/Term: **Full-Time —24-Month Term**  
8:30 – 4:30 M-F  
**Start Date September 2012**

**QUALIFICATIONS:**

Admitted to practice law in Nebraska or eligible for admission by motion after the July 2012 bar exam.

**BASIC SKILLS AND ABILITIES REQUIRED:**

Excellent research and writing skills, time-management skills, and ability to understand and manage complex factual and legal issues. Must have experience using electronic resources such as Westlaw, Lexis, and the Internet for legal research. Ability to utilize word processing skills to prepare work product. Ability to work cooperatively with judges, court administrator, court personnel, attorneys and other governmental offices and agencies.

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Deputy Court Administrator and the District Court Research Director, the Law Clerk performs legal research for the Judges of the Fourth Judicial District Court, as well as for the Court Administrator. The Law Clerk prepares written legal memoranda; drafts, edits, and proofreads legal correspondence; assists in maintaining the district court library; and performs related assigned duties under direction of the district court. The Law Clerk works directly with all District Court Judges.

**APPLICATION REQUIREMENTS:**

Interested qualified applicants should send a cover letter, resume, writing sample (e.g. a memo or brief), and 3 references (letters of reference are accepted but not required) to: **Email [aborer@dc4dc.com](mailto:aborer@dc4dc.com) or mail to Douglas County Law Library, Room H07, 1701 Farnam St., Omaha, NE 68183-0001, Attn: Judicial Law Clerk Committee or Fax 402-444-3927. (No staples please)** Phone or email Ann Borer at 402-444-7174 or [aborer@dc4dc.com](mailto:aborer@dc4dc.com) with questions. See [www.dc4dc.com](http://www.dc4dc.com) for information about the 4<sup>th</sup> District Court of Nebraska.

**NOTICE TO APPLICANTS:** Please note that portions of your resume and application material may be deemed a public record pursuant to Neb. Rev. Stat. § 84-712, and for that reason may be made available to the public for viewing. Positions in the District Court are non-civil service and are considered at-will employment, serving at the discretion of the District Court. Drug screening and criminal background check required. This position is subject to direct deposit.

Effective Date: 12/1/2011 Douglas H. Johnson  
Closing Date: 1/13/2012 District Court Administrator

AN EQUAL OPPORTUNITY EMPLOYER-M/F/H